



# **OUTPATIENT PHARMACY (OP)**

## **TECHNICAL MANUAL/SECURITY GUIDE**

Version 7.0  
December 1997

(Revised August 2003)



## Revision History

The table below lists changes made since the initial release of this manual. Use the Change Pages document to update an existing manual or use the entire updated manual.

**Note:** The Change Pages document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

Date	Revised Pages	Patch Number	Description
08/2003	Title, i, ii, iv, 3, 11-13, 37,44	PSO*7*145	Transitional Pharmacy Benefit Phase I. Added <i>Transitional Pharmacy Benefits Release Notes Phase I</i> and <i>Transitional Pharmacy Benefits Installation Guide Phase I</i> to related manuals. Under Files Section, added new TPB ELIGIBILITY file (#52.91) and TPB INSTITUTION LETTERS file (#52.92). Added ten (10) new routines and added the two (2) new files to the File Security section. Added new standalone options.
07/2003	13	PSO*7*131	Updated Routine list to add PSOPKIV1.
07/2003	Title; i; 13-14	PSO*7*117	<u>PSO*7*117 Updates</u> Updated the Title page and the Revision History Page. Replaced the Routine List on pages 13-14 to update the contents and to include the new Routine PSOSPSIG, which was added with this patch.
	48; 48c	PSO*7*138	<u>PSO*7*138 Updates</u> Added a second Note on page 48 under section 18.3.1. Hardware Setup. Reworded paragraph on page 48c to clarify instructions under section 18.3.3. Print Queue Setup.
04/2003	Title, i-ii, iv, 3, 5-6, 13-14, 45-48f 71-74	PSO*7*120	Updated Title Page, Revision History Page, Table of Contents, and Index. Added new information related to the Laser Printed Prescription Labels with PMI Sheets enhancement, including label printer support, routines, and sample control code entries.
02/2003	i; 5; 11; 37; 42 - 43	PSO*7*116	Updated Revision History. Added PRESCRIPTION REFILL REQUEST file (#52.43) to the Outpatient Pharmacy File List (Section 4.1) and to the File Security List (Section 14.7). Added <i>Process Internet Refills</i> option to <i>Outpatient Pharmacy Manager</i> menu (Section 15.1) and to <i>Pharmacist Menu</i> (Section 15.2).
12/2002	Title, i – (ii), 13 (14) (41) 42	PSO*7*127	Updated Title Page and Revision History Page. Added the new routine PSOADDR to the Routine List. Added the new <i>Patient Address Changes Report</i> option to the menu diagram.
10/2002	Title, i – iv, 63-72	PSO*7*111	Updated Title Page, Revision History Page, and Table of Contents pages. Added Appendix B for the new HL7 Messaging with an External System. Included Index due to the page numbers changing. Included pages for double-sided copying.

Revision History

Date	Revised Pages	Patch Number	Description
02/2002	i,(ii) 41-(42)	PSO*7*97	Reissued corrected pages for document released with medication copay patch PSO*7*71 and PSO*7*80. Updated Revision History. Corrected page numbering error in footer.
11/2001	i (ii), 1 (2), 3 (4), 13 (14), 15 (16), 29 (30), (35) 36, 39 (40), 41 (42)	PSO*7*71 PSO*7*80	Added changes related to OP Medication Copay/MillBill. p. i. Updated Revision History page. p. 1. Introduction section revised. p. 3. Orientation - added Copay Release Notes to list of related manuals. p. 13. Routine List - added four new routines. p. 15. Exported Options - added new security key and description. p. 29. External Relations - updated list of other software needed. p. 36. Software Product Security - added new security key and description. p. 39. Outpatient Pharmacy Supervisor Menu Diagrams – revised Copay Menu options and (p. 41) added new Free Text Dosage Report. (Pages in parentheses were not changed but included in this Release Notes document for two-sided copying.)
09/2001	All		Complete revision. Added Revision History Page. Re-formatted entire manual to meet national and local documentation standards. Added HL7 web address to External Interfaces section. (Sec. 9) Noted that the PSOA PURGE key and Purge options under Archiving are out of order until further notice (Sec. 6.2, 7, and 14. 6). Updated contents to include changes due to previously undocumented patch releases and the Pharmacy Ordering Enhancements (POE) project patch PSO*7*46.
12/97			Original release of V. 7.0 Technical Manual.

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## **2. Orientation**

### **2.1. Online Documentation**

Throughout the entire OP package, enter a question mark (?) to obtain online information to assist in choosing actions at any prompt. Where examples of screen dialogs are given, user responses are shown as bolded text.

Additional information about this package is contained in help prompts and comments which are available online. Detailed information can also be obtained by using the Kernel routine XINDEX to produce detailed listings of the routines and by using the VA FileMan to generate listings of data dictionaries for the files.

The Data Dictionaries (DDs) are considered part of the online documentation for this software application. Use VA FileMan List File Attributes [DILIST] option, under the Data Dictionary Utilities [DI DDU] option, to print the DDs.

### **2.2. Related Manuals**

*Outpatient Pharmacy V. 7.0 Release Notes*

*Outpatient Pharmacy V. 7.0 User Manual (Revised September 2001)*

*Computerized Patient Record System V. 1.0 Installation Guide*

*Computerized Patient Record System V. 1.0 Set-up Guide*

*Pharmacy Ordering Enhancements (POE) Phase 2 Release Notes*

*Outpatient Medication Copay Release Notes*

*Laser Printed Prescription Labels with PMI Sheets Phase I Release Notes*

*Transitional Pharmacy Benefit Release Notes Phase I*

*Transitional Pharmacy Benefit Installation Guide Phase I*

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## 4. Files

This package requires the 22 files listed below. Information about the files can be obtained by using the VA FileMan to generate a list of file attributes.

The Data Dictionaries (DDs) are considered part of the online documentation for this software application. Use the VA FileMan *List File Attributes* [DILIST] option, under the *Data Dictionary Utilities* [DI DDU] option, to print the DDs. The following are the files for which DDs should be printed:

### 4.1. Outpatient Pharmacy Files

FILE #	NAME	UP DATE DD	SEND SEC. CODE	DATA COMES W/FILE	SITE DATA	RSLV PTS	USER OVER RIDE
50.073	DUE QUESTIONNAIRE		YES	YES	NO		
50.0731	DUE ANSWER SHEET		YES	YES	NO		
50.0732	DUE QUESTION		YES	YES	NO		
50.0733	DUE SECTION		YES	YES	NO		
50.9	DRUG COST		YES	YES	NO		
52	PRESCRIPTION		YES	YES	NO		
52.11	PATIENT NOTIFICATION (Rx READY)		YES	YES	NO		
52.4	RX VERIFY		YES	YES	NO		
52.41	PENDING OUTPATIENT ORDERS		YES	YES	NO		
52.43	PRESCRIPTION REFILL REQUEST		YES	YES	NO		
52.5	RX SUSPENSE		YES	YES	NO		
52.51	PHARMACY EXTERNAL INTERFACE		YES	NO	NO		
52.52	CLOZAPINE PRESCRIPTION OVERRIDES		YES	YES	NO		
52.8	PHARMACY ARCHIVE		YES	YES	NO		
52.9	PHARMACY PRINTED QUEUE		YES	YES	NO		
52.91	TPB ELIGIBILITY		YES	NO	NO		
52.92	TPB INSTITUTION LETTERS		YES	YES	NO		
53	RX PATIENT STATUS		YES	YES	NO		
59	OUTPATIENT SITE		YES	YES	NO		
59.1	OUTPATIENT AMIS DATA		YES	YES	NO		
59.12	OUTPATIENT PHARMACY MANAGEMENT DATA		YES	YES	NO		
59.2	WAITING TIME		YES	YES	NO		
59.3	GROUP DISPLAY		YES	NO	NO		
59.8	OUTPATIENT CLINIC SORT GROUP		YES	YES	NO		

Files

The namespaces for the Outpatient Pharmacy package are PSO and APSP.

## 5. Routine List

The following routine list for Outpatient Pharmacy appears when the new routine set is loaded. Each routine's first line contains a brief description of the routine's function. Use the *First Line Routine Print* [XU FIRST LINE PRINT] option to print a list of just the first line of each PSO\* routine.

PSO145PS	PSO55FX2	PSO55FX3	PSOAADDR	PSOAMIS	PSOAMISO	PSOAMIS1	PSOARC
PSOARCCO	PSOARCCV	PSOARCFDE	PSOARCF1	PSOARCF2	PSOARCF3	PSOARCF4	PSOARCF5
PSOARCF6	PSOARCIN	PSOARCLT	PSOARCR1	PSOARCR2	PSOARCR	PSOARCS2	PSOARCSV
PSOARCTG	PSOARCTP	PSOARX	PSOARX1	PSOAUTOC	PSOB	PSOBARV	PSOBBC
PSOBGMG1	PSOBGMG2	PSOBGMG3	PSOBGMGR	PSOBING1	PSOBINGO	PSOBKDE1	PSOBKDED
PSOBMST	PSOBRPRT	PSOBSET	PSOBSET1	PSOBUILD	PSOCAN	PSOCAN1	PSOCAN2
PSOCAN3	PSOCAN4	PSOCLERK	PSOCLO1	PSOCLOLS	PSOCLPRE	PSOCLUTL	PSOCMOP
PSOCMOPA	PSOCMOPB	PSOCMOPC	PSOCMOPR	PSOCOPAY	PSOCOST	PSOCOSTP	PSOCP
PSOCP1	PSOCPA	PSOCPB	PSOCPBA2	PSOCPBAK	PSOCP	PSOCPD	PSOCPDUP
PSOCPE	PSOCPIB	PSOCPTRH	PSOCPTRI	PSOCPVW	PSOCSRL	PSOCST	PSOCST10
PSOCST11	PSOCST12	PSOCST2	PSOCST3	PSOCST4	PSOCST5	PSOCST6	PSOCST7
PSOCST8	PSOCST9	PSOCSTD	PSOCSTM	PSOCSTX	PSODACT	PSODEA	PSODEDT
PSODELI	PSODEM	PSODGAL	PSODGDG1	PSODGDG2	PSODGDGI	PSODGNVI	PSODIR
PSODIR1	PSODIR2	PSODIR3	PSODISP	PSODISP1	PSODISP2	PSODISP3	PSODISPS
PSODIV	PSODLKP	PSODP	PSODRDU1	PSODRDU2	PSODRDUP	PSODRG	PSODSPL
PSODSRC	PSODUE	PSOELPST	PSOEXBCH	PSOEXT	PSOEXREF	PSOEXRST	PSOFSIG
PSOFTDR	PSOFUNC	PSOHCPRS	PSOHCSUM	PSOHELP	PSOHELP1	PSOHELP2	PSOHELP3
PSOHELP4	PSOHL	PSOHLDC	PSOHLLEXC	PSOHLEXP	PSOHLINC	PSOHLINL	PSOHLNE1
PSOHLNE2	PSOHLNEW	PSOHLPII	PSOHLPI	PSOHLSG	PSOHLG1	PSOHLG2	PSOHLG3
PSOHLG4	PSOHLG5	PSOHLSIG	PSOHLSIH	PSOHLSN	PSOHLN1	PSOHLNC	PSOHLUP
PSOHLUP1	PSOLAB	PSOLBL	PSOLBL1	PSOLBL2	PSOLBL3	PSOLBL4	PSOLBLD
PSOLBLD1	PSOLBLN	PSOLBLN1	PSOLBLN2	PSOLBLS	PSOLBLT	PSOLLL1	PSOLLL2
PSOLLL3	PSOLLL4	PSOLLL5	PSOLLL6	PSOLLL7	PSOLLL8	PSOLLL9	PSOLLLI
PSOLLU1	PSOLLU2	PSOLMAL	PSOLMAO	PSOLMDA	PSOLMLST	PSOLMPAT	PSOLMPF
PSOLMPI	PSOLMPO	PSOLMPO1	PSOLMPO2	PSOLMRN	PSOLMUTL	PSOLSET	PSOMAUEX
PSOMGCM1	PSOMGCOM	PSOMGM31	PSOMGMN1	PSOMGMN2	PSOMGMN3	PSOMGMN4	PSOMGMRP
PSOMGR31	PSOMGREP	PSOMGRP1	PSOMGRP2	PSOMGRP3	PSOMGRP4	PSOMLLDT	PSON52
PSONEW	PSONEW1	PSONEW2	PSONEW3	PSONEWF	PSONEWG	PSONFI	PSONGR
PSONRXN	PSONTEG	PSONTEG0	PSOORAL	PSOORAL1	PSOORAL2	PSOORAPI	PSOORCPY
PSOORDA	PSOORDER	PSOORDRG	PSOORED1	PSOORED2	PSOORED3	PSOORED4	PSOORED5
PSOORED6	PSOORED7	PSOORFI1	PSOORFI2	PSOORFI3	PSOORFI4	PSOORFIN	PSOORNE1
PSOORNE2	PSOORNE3	PSOORNE4	PSOORNE5	PSOORNE6	PSOORNEW	PSOORNW1	PSOORNW2
PSOORRL	PSOORRL1	PSOORRNW	PSOORUT1	PSOORUT2	PSOORUT3	PSOORUTL	PSOP
PSOP1	PSOP2	PSOPAT	PSOPKIV1	PSOPOLY	PSOPOST	PSOPOST1	PSOPOST2
PSOPOST3	PSOPOST4	PSOPOST5	PSOPOST6	PSOPOST7	PSOPOST8	PSOPRA	PSOPRF
PSOPRFSS	PSOPRI	PSOPRVW	PSOPST68	PSOPTPST	PSOR52	PSORDS	PSOREF
PSOREFO	PSOREF1	PSOREF2	PSORENW	PSORENW0	PSORENW1	PSORENW2	PSORENW3
PSORENW4	PSORESK	PSORESK1	PSORFL	PSORN52	PSORN52C	PSORPTS	PSORPTS1
PSORX1	PSORXCLE	PSORXDL	PSORXED	PSORXED1	PSORXEDT	PSORXI	PSORXL
PSORXL1	PSORXLAB	PSORXPA1	PSORXPR	PSORXPR1	PSORXR1	PSORXR2	PSORXRPT
PSORXVW	PSORXVW1	PSORXVW2	PSOSD	PSOSD0	PSOSD1	PSOSD2	PSOSD3
PSOSDP	PSOSIG	PSOSIGCX	PSOSIGDS	PSOSIGMX	PSOSIGNO	PSOSIGTX	PSOSITED
PSOSPSIG	PSOSTART	PSOSUBCH	PSOSUCH1	PSOSUCHG	PSOSUCLE	PSOSUDCN	PSOSUDEL
PSOSUDP1	PSOSUDP2	PSOSUDPR	PSOSUINV	PSOSULB1	PSOSULBL	PSOSULOG	PSOSUP
PSOSUPAT	PSOSUPOE	PSOSUPRX	PSOSURST	PSOSUSR	PSOSUTL	PSOSUTL1	PSOTPCEE
PSOTPCCL	PSOTPCLP	PSOTPCLR	PSOTPCLW	PSOTPCR	PSOTPCR	PSOTPCUL	PSOTPPOS
PSOTRLBL	PSOUTIL	PSOUTL	PSOUTLA	PSOUTLA1	PSOVCNT	PSOVER	PSOVER1
PSOVER2	PSOVERC	PSOVRPT	PSOVWI	PSOXXX	PSOXZA	PSOXZA1	PSOXZA2
PSOXZA3	PSOXZA4	PSOXZA5	PSOXZA6	PSOXZA7	PSOXZA8		

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## 14.7. File Security

This package requires 24 files in addition to those of the Kernel and other files to which it points, for example the PATIENT file (#2). Information about all files, including these can be obtained by using the VA FileMan to generate a list of file attributes.

<b>File Numbers</b>	<b>File Names</b>	<b>DD</b>	<b>RD</b>	<b>WR</b>	<b>DEL</b>	<b>LAYGO</b>
50.073	DUE QUESTIONNAIRE					
50.0731	DUE ANSWER SHEET					
50.0732	DUE QUESTION					
50.0733	DUE SECTION					
50.9	DRUG COST					
52	PRESCRIPTION					
52.11	PATIENT NOTIFICATION (Rx READY)					
52.4	RX VERIFY	@	@	@	@	@
52.41	PENDING OUTPATIENT ORDERS			@		
52.43	PRESCRIPTION REFILL REQUEST	@	@	@	@	@
52.5	RX SUSPENSE				#	
52.51	PHARMACY EXTERNAL INTERFACE	@	@	@	@	@
52.52	CLOZAPINE PRESCRIPTION OVERIDES	@	@	@	@	@
52.8	PHARMACY ARCHIVE					
52.9	PHARMACY PRINTED QUEUE					
52.91	TPB ELIGIBILITY	@				
52.92	TPB INSTITUTION LETTERS	@				
53	RX PATIENT STATUS					
59	OUTPATIENT SITE					
59.1	OUTPATIENT AMIS DATA	@		@	@	@
59.12	OUTPATIENT PHARMACY MANAGEMENT DATA	@		@	@	@
59.2	WAITING TIME	@	@	@	@	@
59.3	GROUP DISPLAY	@	@	@	@	@
59.8	OUTPATIENT CLINIC SORT GROUP					

Please refer to Chapter 28 of Kernel V. 8.0 Systems Manual concerning installation of security codes sections entitled "Sending Security Codes."

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## **15.2. Pharmacist Menu**

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### **Bingo Board User ...**

- Enter New Patient
- Display Patient's Name on Monitor
- Remove Patient's Name from Monitor
- Status of Patient's Order

### **Change Label Printer**

### **Change Suspense Date**

### **DUE Supervisor ...**

- 1 Enter a New Answer Sheet
- 2 Edit an Existing Answer Sheet
- 3 Create/Edit a Questionnaire
- 4 Batch Print Questionnaires
- 5 DUE Report

### **Enter/Edit Clinic Sort Groups**

### **External Interface Menu ...**

- Purge External Batches
- Reprint External Batches
- View External Batches

### **Medication Profile**

### **Pharmacy Intervention Menu ...**

- Enter Pharmacy Intervention
- Edit Pharmacy Intervention
- Print Pharmacy Intervention
- Delete Intervention
- View Intervention

### **Print from Suspense File**

### **Process Drug/Drug/Interaction**

### **Pull Early from Suspense**

### **Release Medication**

### **Return Medication to Stock**

### **Rx (Prescriptions) ...**

- Patient Prescription Processing
- Barcode Rx Menu ...
  - Barcode Batch Prescription Entry
  - Check Quality of Barcode
  - Process Internet Refills
- Complete Orders from OERR
- Discontinue Prescription(s)
- List One Patient's Archived Rx's
- Reprint an Outpatient Rx Label
- View Prescriptions

### **Update Patient Record**

### **Verification ...**

- List Non-Verified Scripts
- Non-Verified Counts
- Rx Verification by Clerk

### **15.3. Pharmacy Technician's Menu**

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#### **Bingo Board User ...**

Enter New Patient  
Display Patient's Name on Monitor  
Remove Patient's Name from Monitor  
Status of Patient's Order

#### **Change Label Printer**

#### **DUE User ...**

- 1 Enter a New Answer Sheet
- 2 Edit an Existing Answer Sheet
- 3 Batch Print Questionnaires

#### **Medication Profile**

#### **Patient Prescription Processing**

#### **Pull Early from Suspense**

#### **Release Medication**

#### **Update Patient Record**

### **15.4. Standalone Options**

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#### **Transitional Pharmacy Benefit Patient Enter/Edit**

#### **TPB Institution Letter Enter/Edit**

#### **Print TPB Patient Letter(s)**

#### **TPB Patient Report**

#### **Report TPB Patients Letters Printed/NOT Printed**